

ADOPTED 2007 BUDGET

DEPT: DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –
DIRECTOR'S OFFICE

UNIT NO. 5800
FUND: General - 0001

OPERATING AUTHORITY & PURPOSE

The Director's Office is charged with the general management of the Department of Transportation and Public Works (DTPW).

The DTPW - Director's Office provides supportive services to the DTPW divisions through oversight, coordination and technical assistance.

The Department of Administrative Services (DAS) – Fiscal Affairs Division will continue to assign the services of one Fiscal Administrator (DTPW) and one Fiscal and Budget Manager (Highway) to DTPW. DTPW - Director's Office will maintain a reporting relationship with Fiscal and Human Resources staff in the various DTPW divisions.

BUDGET SUMMARY				
Account Summary	2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Personal Services (w/o EFB)	\$ 1,453,848	\$ 1,688,352	\$ 321,349	\$ (1,367,003)
Employee Fringe Benefits (EFB)	950,898	976,772	149,410	(827,362)
Services	13,460	25,159	21,035	(4,124)
Commodities	40,342	76,000	11,000	(65,000)
Other Charges	0	3,500	3,000	(500)
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	458,638	281,835	443,199	161,364
Abatements	(994,371)	(691,177)	(742,689)	(51,512)
Total Expenditures	\$ 1,922,815	\$ 2,360,441	\$ 206,304	\$ (2,154,137)
Direct Revenue	37,612	187,920	187,920	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	228,466	186,651	0	(186,651)
Total Revenue	\$ 266,078	\$ 374,571	\$ 187,920	\$ (186,651)
Direct Total Tax Levy	1,656,737	1,985,870	18,384	(1,967,486)

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Central Service Allocation	\$ 37,308	\$ 66,833	\$ 124,342	\$ 57,509
Courthouse Space Rental	132,120	12,537	45,363	32,826
Tech Support & Infrastructure	37,155	25,511	25,111	(400)
Distribution Services	88	83	131	48
Telecommunications	7	0	0	0
Record Center	866	837	181	(656)
Radio	12,952	11,444	0	(11,444)
Computer Charges	10,781	21,329	6,369	(14,960)
Applications Charges	26,112	23,080	17,511	(5,569)
Total Charges	\$ 257,389	\$ 161,654	\$ 219,008	\$ 57,354
Direct Property Tax Levy	\$ 1,656,737	\$ 1,985,870	\$ 18,384	\$ (1,967,486)
Total Property Tax Levy	\$ 1,914,126	\$ 2,147,524	\$ 237,392	\$ (1,910,132)

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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PERSONNEL SUMMARY				
	2005 Actual	2006 Budget	2007 Budget	2006/2007 Change
Personal Services (w/o EFB)	\$ 1,453,848	\$ 1,688,352	\$ 321,349	\$ (1,367,003)
Employee Fringe Benefits (EFB)	\$ 950,898	\$ 976,772	\$ 149,410	\$ (827,362)
Position Equivalent (Funded)*	55.5	46.9	3.9	(43.0)
% of Gross Wages Funded	95.9	97.7	100.0	2.3
Overtime (Dollars)**	\$ 47,993	\$ 2,508	\$ 0	\$ (2,508)
Overtime (Equivalent to Position)	0.8	0.1	0.0	(0.1)

* For 2005 Actuals, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Clerical Assistant I	Unfund	1/1.0	DPW- Directors Office	36,000
			TOTAL	\$ 36,000

MISSION

The mission of the DTPW - Director's Office is to provide essential supportive services to DTPW Divisions through oversight, coordination and technical assistance.

DEPARTMENT DESCRIPTION

The DTPW – Director's Office is responsible for the management of the Department of Transportation and Public Works administrative functions, including establishment and implementation of Department policies and procedures, personnel administration, accounting, safety and training, and general public information services. Human resources and budgeting functions will continue to be provided for the department through the Department of Administrative Services – Fiscal Affairs and Human Resources Divisions. The function of security operations was transferred to Facilities Management in 2006.

BUDGET HIGHLIGHTS

- Personal Services without fringe benefits decrease \$1,367,003, from \$1,688,352 to \$321,349. Funded positions decrease 43.0 from 46.9 to 3.9. All Security Operations positions were transferred to Facilities Management in 2006.

- The currently vacant position of Clerical Assistant I is unfunded in the 2007 Budget. The services of a Human Resources Management Assistant is returned to DAS-Human Resources, eliminating the cross-charge for this position.
- One position (1.0 FTE) of Human Resources Coordinator (DTPW), previously budgeted in the Department of Transportation and Public Works - Director's Office, will be crosscharged from Human Resources to the Director's Office in 2007.
- In 2004, Security Operations was relocated from Facilities Management to the Director's Office through an appropriation transfer. In 2006, Security Operations was relocated back to Facilities Management through an appropriation transfer.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance

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is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county

officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."